

California Walk/Bike Technical Advisory Committee (CWBTAC)

Meeting Notes

August 27th, 2018

Welcome and Introductions

- CalSTA/Caltrans executives welcomed the CWBTAC members:
 - o Kate White, CalSTA Deputy Secretary of Environmental Policy and Housing Coordination
 - o Ellen Greenberg, Caltrans Sustainability Deputy Director
 - o Karla Surliff, Deputy Director for Caltrans Project Delivery
 - o Ryan Chamberlain, Chief Deputy Director of Caltrans, on behalf of Caltrans Director Laurie Berman
 - o Chris Schmidt, Division Chief of Transportation Planning
- Individuals of CWBTAC introduced themselves. The following participants attended the meeting in-person:
 - o Chris Dougherty
 - o Abigail Flores
 - o Kirin Kumar
 - o Jennifer Rice
 - o Kathleen Lowry
 - o Martha Vasquez
 - o Scott Taylor
 - o Victoria Custodio
 - o Margot Ocañas
 - o Megan Johnson
 - o Traci Canfield
 - o Michelle Mowery
 - o Jonathan Matz
 - o Esther Postiglione
 - o Amy Pendergast
 - o Keith Williams
 - o Ryan Silber
- Phone
 - o Greta Aiken
 - o Josh Wolf
 - o Marven Norman
 - o Dave Campbell
- Caltrans staff from several divisions were in attendance:
 - o Anika Jesi, Dustin Foster – Division of Transportation Planning
 - o Rebecca Mowry, Antonette Clark – Division of Design
 - o April Nitsos – Division of Local Assistance
 - o Jeanie Ward-Waller, Abby Jackson, Collin Kemp – Sustainability Program
- Pre-arranged absences: Linda Khamoushian and Alan Thompson

Background

Jeanie Ward-Waller briefed the group on background topics related to the formation, goals and potential priorities of CWBTAC, including information related to the:

- Caltrans Strategic Mode Shift & Safety Goals
- Statewide Bike and Pedestrian Plan: Toward an Active CA
- Mode Share Action Plan
- Establishment of CWBTAC

- Other committees and work groups focused on topics related to CWBTAC

Review Draft CWBTAC Charter

After a discussion of priorities of the CWBTAC, the draft charter was reviewed by the CWBTAC group. Edits were suggested, and are captured in the attached marked-up draft charter.

****Action item – Sustainability staff will incorporate the edits and recirculate an updated Charter for the group’s consideration for adoption at the next meeting.**

****Action item – All members should send any additional comments on the draft charter to Jeanie**

The following provides a summary of the feedback/discussion:

Feedback/Discussion on Draft CWBTAC Charter

- Detailed notes of the feedback/discussion on the draft CWBTAC Charter are accessible in the marked-up draft document “*2018.08.27_CWBTAC charter_Draft meeting mark-up.docx*”
- Generally, the edits concerned:
 - o Addressing mechanisms for transferring technical advice to Caltrans districts and other state agencies;
 - o Refining the “Desired Goals” section to address implementation as well as program development;
 - o Allowing for the formation of subcommittees on an ad-hoc basis;
 - o Narrowing the meeting frequency to 4 times per year;
 - o Exercising a system of subcommittees to collect CWBTAC opinions to facilitate quicker feedback and application of technical advice into Caltrans work products where applicable;
 - o Ensuring subcommittee decision-making is communicated to the entire CWBTAC membership using best practices in transparent governance; and,
 - o Other feedback, as illustrated in the marked-up version of the Draft Charter.

Future Meeting Focus Areas

- While reviewing the Draft CWBTAC Charter, the group requested an overview of key topic areas for the committee to tackle in future meetings, to help narrow or clarify the scope of goals and responsibilities in the charter. Committee members and staff identified the following priorities (**top priorities for upcoming meetings in bold**):
 - o **Overview of the organizational structure of Caltrans at HQ and at the districts, as well as an outline of the process for project development and delivery**
 - o **Design guidance**, including for rural roads outside of the main street context
 - o **DIB 89 – Protected bikeway guidance, including outstanding comments from CBAC**
 - o Complete streets asset classes for SHOPP
 - o Implementation and training on design guidance
 - o **Roadway speed, mechanisms for managing speed under Caltrans and under CHP jurisdictions**
 - o Data – volumes, ER visits, consistent methodology
 - o **District Active Transportation Plans**
 - o Center of Excellence for Complete Streets, supporting the role of engineering judgment
 - o Accommodation of people walking and bicycling during construction

- New mobility issues and impacts to street design, first/last-mile transit connections
- Rebecca Mowry offered the CWBTAC an urgent opportunity (deadline Sept 14) to provide comments on Caltrans draft design guidance for single point interchanges.

****Action item – Jeanie Ward-Waller will distribute the single point interchange material electronically via email following the CWBTAC meeting and offer an opportunity to provide feedback via a conference call with Rebecca Mowry.**

****Action item—Jeanie Ward-Waller will invite two members from the Traffic Control Devices Committee who represent active transportation interests to upcoming CWBTAC meetings.**

Feedback on meeting structure

- Participants that traveled from out of town commented that the 10am meeting start was appreciated, the length of the meeting worked well.
- Phone participant Josh Wolf reported difficulty with participation, suggesting in-person attendance is superior to phone attendance for this type of group and/or meeting.
- The group established the last week of November 2018 as an ideal week to have the next CWBTAC meeting.

****Action item – Sustainability staff will send a doodle poll to schedule the next meeting and will suggest quarterly meeting dates for 2019 to be adopted at the next meeting.**

Options for acronym/shorthand for committee name:

1. California Walk/Bike Technical Advisory Committee (CWBTAC) /*kwib-tak*/
2. Walk and Bike California TAC (WABCTAC)
3. Walk/Bike TAC (WBTAC)
4. Other ideas?